Change Job Transfer Quick Reference Guide
12.29.14

Type the employee's name in the Search Box.

Click Related Actions > Job Change > Transfer, Promote or Change Job.

Click the Red Asterisk to open the fields.

REQUIRED FIELD	DEFINITION	COMMENT
Manager	Manager employee will report to after the transfer	
Team	Team the employee will be on after the transfer	
Location	Location of employee's new position	
Reason - Transfer – Internal Hire	Transfer to the same position (that was not posted on the Fermilab website) and to a different organization (e.g. Admin II to Admin II in a different supervisory organization)	A transfer should never be processed with a pay change. First complete the transfer process and then initiate a request for a compensation change as a separate process
Transfer – Without Pay Change	Transfer without a pay increase	
Transfer – With Pay Change	This reason will be phased out.	
Effective On	Defaults to next pay period for salary employee Defaults to the next Monday for weekly employees	Verify with the manager that this will be the proper length of time to complete the transfer
Move	Backfill the headcount – filling a position that is empty in your supervisory organization Move the headcount to the supervisory organization the employee is transferring to Close this position in my supervisory organization	This section only displays if the employee is moving to a different supervisory organization/team
Position available for overlap	Job overlap allows for multiple workers to fill the same position during a transition period. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap. This allows time for the replacement worker to be trained prior to the existing worker leaving this position	
Position	Position employee is transferring to	
Job Requisition	Auto populates	
Job Profile	Auto populates	
Job Title	Auto populates	
Business Title	Auto populates	
Location	Defaults to location of position listed on approved job requisition	

Change Job Transfer Quick Reference Guide

REQUIRED FIELD	DEFINITION	COMMENT
Scheduled Weekly Hours	The hours default from the approved job requisition	This is the ONLY field where hours should be changed based on the position.

Review the details and make any changes as appropriate.

Do **NOT** change the Default Weekly Hours. The FTE% reflects the number of hours, not the Default Weekly Hours.